

OFFICE OF TRAINING

INSTRUCTIONS FOR ORDERING PUBLICATIONS AND
CERTAIN OTHER TRAINING MATERIALS

September 1961

The following instructions for ordering publications and certain other materials take effect immediately. After the move to the new building new instructions will be issued when necessary. Questions or problems on any of these items should be referred to [REDACTED], OTR/SS/ARO, Ext. 3735.

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I. Intelligence Information Reports

A. Regular Dissemination

These reports are disseminated by OCR Document Division on the basis of area and subject requirements (see "List of Material Regularly Received" by your staff or school.) Changes in these requirements for intelligence information reports should be requested by memo (original and two copies) from the staff, school, or faculty chief, addressed to OCR Document Division, Analysis Branch, GH 0916, x5310, through OTR/SS/ARO.

Because of the cost of this dissemination procedure, and the priority given to dissemination of documents to the DD/I and DD/P, OTR faculty members should not request regular dissemination of intelligence information reports unless the request can be justified on the following bases: (a) Is the request essential to your work in OTR? If you want to retain a subject or area specialty which you followed before coming to OTR this can be done more cheaply by one or all of three methods: making periodic requests for an Intellofax listing, regular reading of intelligence periodicals and finished intelligence reports, or periodic review of articles listed in the Intelligence Publications Index. (b) Is it essential that you obtain current information? The purpose of disseminating intelligence information reports is to provide rapid dissemination to those who must keep up to date. For some OTR courses it is not essential that the faculty member be kept current, but his needs can be met by the three methods mentioned above. (c) If intelligence information reports were received regularly, would they be exploited regularly? Some faculty members have found that the reports pile up, because work on courses prevents their being exploited, and after a time the report must be discarded unread. In this case it would be better to keep current by the three methods mentioned above.

B. Obtaining Individual Copies of Reports

To obtain a copy of an individual intelligence information report (except Top Secret) for which you have the reference, fill in the regular OCR Library request form (Form 1395) and send directly to OCR Library, Document Search Unit, 1H1119, x7177. Be sure to give the 7-digit Common Serial Number which most reports contain. For non-CIA reports, particularly those from State Department, give whenever possible the issuing agency, post, dispatch number, and date. If you need a hard copy of the document, rather than the reproduction from microfilm, state this under "Remarks." Request only

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To order Top Secret intelligence information reports call the OTR Top Secret Control Officer, Ext. 3735.

C. Requesting Intellofax Lists

To obtain a list of references of intelligence information reports dealing with specific areas and subjects, telephone or visit the OCR Library, Intelligence Reference Group, LEAL (Mezzanine), x7104, and request an Intellofax listing.

II. Cables

A. CIA Cables

These cables are disseminated by Cable Secretariat through OTR mail room to OTR/OS/TAS on the basis of OTR requirements filed with them. OS/TAS logs the cables and disseminates to interested staffs, schools, and faculties on the basis of their content.

B. Non-CIA Cables

1. Regular Dissemination. These cables are disseminated by Cable Secretariat on the basis of area and subject requirements listed for individual staffs, schools, and faculties. Changes in these area and subject requirements for cables should be requested by memo (original and two copies) from the staff, school, or faculty chief, addressed to Cable Secretariat, Non-CIA Cable Branch, GH0909, x5308, through OTR/SS/ARO.

2. Requesting Individual Cables. To obtain a copy of an individual non-CIA cable for which you have the reference, telephone Cable Secretariat, Non-CIA Cable Branch, GH0909, x5308.

III. CIA Dispatches

CIA Dispatches are disseminated through OTR mail room to OTR/OS/TAS by DD/P Area Divisions and Desks. OTR/OS/TAS logs the dispatches and disseminates to interested staffs, schools, and faculties on the basis of their content.

IV. Notices of New Books and New Periodicals

These notices have been disseminated by Training Branch Library on the basis of area and subject requirements listed for individual staffs, schools, and faculties. It is hoped that this service will be continued by OCR in the new building. These notices are taken from Library of Congress catalog card proof sheets, and Library of Congress Legislative Reference Service cards (which also reference recent periodical articles). Changes in these area and subject requirements for notices of new books and new periodicals should be requested by memo (original and three copies) from the staff, school or faculty chief, addressed to OCR/Library, Reference Branch, 1H1114, x5301, through OTR/SS/ARO.

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A copy of the area and subject requirements is also on file in OCR Library's Acquisition Branch which will send notices of new books and new periodicals which it receives through its normal acquisition procedures in the US and abroad. One copy of the memo addressed to OCR/Library, Reference Branch requesting changes in such notices will be sent by OTR/SS/ARO to acquisition Branch.

V. Subscription Periodicals

A. Regular Dissemination

Subscriptions to foreign and domestic magazines and newspapers are controlled by OCR Library, Acquisitions Branch, located in [REDACTED] 25X1A6a
Acquisitions Branch also disseminates all subscription copies, except for domestic newspapers which are disseminated directly by CIA Mail Room.

At the end of each fiscal year Acquisitions Branch sends the OTR Area Records Officer an IBM list of subscription periodicals charged to OTR. The ARO sends these lists to each staff and school chief for his review to determine which items should be renewed and which should be cancelled.

The addition of new subscriptions must be requested on the regular OCR Library request form (Form 1395), and must be approved by the staff or school chief. When filling in Form 1395 be sure to include title of periodical, publisher, place of publication, periodicity, subscription price, and OTR account number (7500). The form must be sent to OTR/SS/ARO who forwards the order to OTR/BFO for review. The BFO then sends the form to OCR Library, Acquisitions Branch, [REDACTED] 25X1A6a

B. Requesting Single Copies

To obtain one or more copies of a particular issue of a magazine or newspaper for retention, fill in the regular OCR Library request form (Form 1395), giving title of periodical, publisher, place of publication, volume and number, price of single copy, the pages in which you are particularly interested, and OTR account number (7500). The request must then be sent through OTR/SS/ARO to OTR/BFO for review. The BFO then sends the form to OCR Library, Acquisitions Branch, [REDACTED] Ext. 4862. If the Library is unable to obtain a copy of the item for retention it will attempt to obtain a loan copy of the item and will then reproduce the pages requested. 25X1A6a

C. Requesting Single Articles

Specific magazine or newspaper articles may be requested on the regular OCR Library request form (Form 1395). Title, author, volume and number, date of issuance, and pages on which the article appears must be included on the form. The form should be sent directly to OCR Library, Book Search Unit, 1E41 (Mezzanine), x7588. The Library photoduplication service will make a single copy of the article for your retention.

When an article is lengthy it may be more feasible to order a copy of the magazine, following procedures described above under "Requesting Single Copies."

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To obtain multiple copies of articles in publications in your possession, send the publication with reproduction instructions to OTR/SS/ARO.

VI. Regular Publications Disseminated by OCR Document Division

A. Regular Dissemination

The dissemination of both non-CIA and CIA (except OTR and DD/P) regular publications is controlled by OCR Document Division, Analysis Branch. The term "regular publications" includes intelligence periodicals (such as OCI Current Intelligence Weekly Summary) and finished intelligence (such as OSI Scientific Intelligence Reports, and National Intelligence Estimates). Non-CIA regular publications are disseminated directly by Document Division; most CIA regular publications are disseminated by Printing Services Division on the basis of dissemination lists prepared by Document Division. If you want to receive regularly an individual publication included in this category, or want to discontinue receipt of one you are now getting, your request should be by memo from the staff, school, or faculty chief, addressed to OCR Document Division, Analysis Branch, GH0916, x5310, through OTR/SS/ARO.

Please note the following instructions on regular publications:

(a) If the publication is routed to two or more offices be sure to send it on with a minimum of delay. Should you want the publication for retention after the other offices have seen it add your name to the bottom of the routing, or order an individual copy or individual article from the Library. There will be multiple routings on only a few items which are received in limited numbers by the Agency. (b) Any regular publications received under regular dissemination or on individual order should be returned only if the item is stamped, "Return to CIA Library" or if the item has a control number. All other regular publications should be destroyed when you have finished using them. (c) Items bearing control numbers should be returned to OTR/SS/ARO, who keeps a record of the disposition of all controlled documents. These items include particularly NSCID's, DCID's, and Top Secret items.

B. Requests for Single Publications

To obtain one or more retention copies of an individual OSI, NIS, [REDACTED] fill in the Records Center Service Request form (Form 490) and send directly to Records Center. Request only one item per form.

Individual ORR reports should be ordered from ORR Control Staff, x8622. Individual OCI reports should be ordered from OCI Dissemination Branch, x7231. Individual OTR reports, DD/P reports, and NIE's and SNIE's should be ordered from OTR/SS/ARO, x3735.

To obtain a copy of an individual non-CIA regular publication, either for loan or retention, fill in the regular Library request form (Form 1395) and send to OCR Library, Book Search Unit, 1E11 (Mezzanine), x7588. Request only one item per form.

All Top Secret publications should be ordered by calling OTR Top Secret Control Officer, X3735.

C. Requests for Individual Articles

To obtain a copy of an individual article in an intelligence periodical follow the same procedure as that described above under Subscription Periodicals, Requests for Individual Articles.

VII. Other Regular Publications

A. Disseminated by OTR Mail Room

Unless otherwise indicated these are items sent in multiple copies to OTR Mail Room to be disseminated in the numbers indicated in Attachment B. A record is kept by OTR/SS/ARO of those items bearing control numbers. Changes in the number of copies to be sent to a staff, school, or faculty should be requested by memo from the staff, school, or faculty chief to OTR/SS/ARO. Requests for individual copies of any item already disseminated should be made to OTR/SS/ARO, x3735.

Please note that draft copies of new regulations (including both those dealing with organization and those on other subjects) are circulated by the ARO to determine the number of extra copies required by each school and faculty for training use. Extra copies of regulations dealing with organization will be automatically disseminated in the numbers shown on Attachment B unless a specific request for a change in numbers is made in individual cases. For other types of regulations extra copies will be ordered only upon specific request to OTR/SS/ARO, x3735.

B. Other

A variety of other publications, disseminated by offices other than OTR and OCR, are included in this category. To permit a complete record to be kept of items of this type, any request for such items should be routed through OTR/SS/ARO. Requests for individual copies of items not included in any of the categories shown above may be made to OTR/SS/ARO, x3735.

VIII. Other Training Materials

A. Books

1. Loan Requests. To receive books on loan fill in the regular OCR Library request form (Form 1395) and send directly to OCR Library, Book Search Unit, 1E41 (Mezzanine), x7588. Be sure to include author, title, publisher, date, and call number (if known). Request only one book per form.

2. Purchase Requests. To order retention copies of books, including multiple copies for use in courses, fill in the regular OCR Library request form (Form 1395). Include author, title, publisher, date, number of copies required, price per copy, and OTR account number (7500). The request must be approved by the staff, school, or faculty chief. The form must then be sent through OTR/SS/ARO to OTR/BFO for review. The BFO then sends the form to OCR Library, Book Search Unit, 1E41 (Mezzanine), x7588.

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B. Maps, Atlases, and Gazetteers

Maps, atlases, and gazetteers for either loan or retention may be ordered by phoning CIA Map Library, [REDACTED] x3793. Copies of CIA maps may be ordered by citing the five-digit number found below the lower left margin of the map. Maps of other publishers may be ordered by giving the series and sheet number, if available. If these are not available, give map publisher, map title, scale, and date. Atlases and gazetteers may be ordered by giving publisher and title.

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Maps dealing with a particular area or subject may be ordered by describing to the map librarian the type of maps desired. If desired, the map librarian will send a selection of maps from which a choice can be made.

C. Movie Films

OCR Graphics Register is the Agency's repository for movie films but OTR also has some films on hand. Requests for the use of specific movie films should be made to OTR/SS/ISB, x3763, which will check its own holdings and will then also check OCR/GR. Should you wish to know movies available on specific subjects and areas, call OCR/GR, Film Branch, 1E4822, x7407, and request an Intellofax listing. The OCR/GR Intellofax listing will show not only films on hand in CIA, but also selected films available from a variety of sources outside CIA.

D. Photographs STATINTL

To obtain photographs (including aerial photographs) on specific subjects, areas, [REDACTED] visit OCR/GR, Photo Branch, 1E4805, x7230. This branch will provide copies of photographs in the number and sizes requested.

E. Slides

To obtain slides for use in classroom instruction, send the photographs or other material (whether in the form of glossy prints, or in magazines or books) to OTR/SS/ARO with instructions on the type of slides desired (2x2 or 3x4). Approximately two weeks should be allowed for the production of slides by PSD. Slides can be made either in color or in standard black and white.

F. Printing Services

When training materials, forms, or other items are required in such quantities or in such form as to require printing, the materials should be taken to the Reproduction Officer in OTR Support Staff, x3735. The Reproduction Officer will want to know the number of copies to be printed, the finished size of the printed item, whether it is to be in color or in black and white, and the deadline (at least three weeks are required by PSD).

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G. Agency and Government Forms

Agency or other government forms required for training or other purposes should be obtained from the Agency Supply Room or through the OTR Building Supply Officer, x3735. Forms being used should be checked periodically with the BSO to determine whether they have been superseded by new forms.

H. Graphic Aids

The Visual Aids Section, in OTR's Support Staff, produces visual aids which are unavailable from other sources. These include charts, graphs, drawings, special maps, and models. The completed aid may be used as produced, or slides may be made of the aid following the procedure given above under "Slides." Requests for the production of visual aids should be made by bringing the materials to [REDACTED], SS/ISB/VAS, x2840. Thought should be given to the size of room in which the aid will be used, purpose of the aid, uses to which the aid might be put, possible methods of illustrating the features which the aid is to show, relative priority of the aid, and deadline.

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